

TOWN OF TELLURIDE - VENDING APPLICATION

THIS APPLICATION IS **NOT COMPLETE** UNTIL ALL FIELDS HAVE BEEN **COMPLETELY FILLED** AND ALL **REQUIRED DOCUMENTS** HAVE BEEN ATTACHED.

Owner Name			
Corporate or LLC Name		DBA:	
Vending Season (Circle One)	SUMMER	WINTER	YEAR:
Phone/Email			
Mailing Address			
Address of proposed vending site if on private property (must include permission letter or lease from owner)	<i>(Long-term vending on private property is allowed on Colorado Ave between Willow and Aspen St)</i>		
Site Preference (Check only one)	Oak St East _____ West _____		
	Elks Park East _____ West _____		
	Gondola Plaza (2 sites available) _____		
	Spruce Park (Summer only) _____ Preferred Day _____		
Are you willing to accept an alternate site?	Yes	No	Intended hours of Operation
Describe previous vending experience in Telluride			
Description of products to be sold			
If selling food products, have you applied for a retail food establishment license?	Yes	No	For more information, please contact San Miguel County Environmental Health Department at 970-369-5442.
Describe how you will dispose of trash?			
Where will your cart be stored after hours? (Include proof of permission if applicable)			
Location of commercial kitchen (if applicable) and proof of commissary or dry storage agreement			

IMPORTANT RULES, REGULATIONS AND ADVISEMENTS

(Please read and initial next to each row)

	Applicants shall obtain all required permits or licenses from all applicable government entities before a vending permit is issued, including but not limited to a Colorado sales tax license, a Town business license, Town sales tax license, Town excise tax license, commercial kitchen license, and Mobile Retail Food Establishment License. ***Vending activity may NOT commence until the permit has been issued by the Town Clerk.
	The products and/or food items that you are approved to vend must be clearly stated in your business plan. Any deviation in menu items must be approved by the Telluride Town Clerk. Violating this condition may result in immediate suspension or revocation of vending permit.
	The vendor shall prominently display all required permits and licenses on the vending apparatus or, if no such apparatus is used, shall make such permits available upon reasonable request by any member of the public or official of the Town.
	The vendor shall maintain both the permitted area, the immediate area surrounding the permitted area and the display apparatus in a neat, clean and hazard-free condition.
	The use of gas-powered generators is prohibited. Noiseless alternative energy generators will be considered.
	The use of radios, stereos and tape decks in connection with any vending activity is prohibited. No person engaged in vending activity shall make any unnecessary sounds or noise, obstruct any sidewalk or other public property, disturb or impede other persons or otherwise author any public nuisance.
	The vending permit is NON-TRANSFERABLE or assignable.
	The Town Clerk may adopt additional rules and regulations for administering all permits, and all applicants shall comply with said requirements. Vendors will be notified in writing of changes to rules and regulations prior to implementation.
	<p>VENDING SEASONS</p> <p><i>For the Gondola Plaza, Oak St and Elks Park Sites:</i></p> <p>Summer season runs from May 15 through October 14. Permit fee is \$500.00 } Payment due no later than 5 business days after approval</p> <p>Winter season runs from October 15 through May 14. Permit fee is \$250.00</p> <p><i>For the North Spruce Street Mall Site:</i></p> <p>This site is available during the summer only from June 15 through October 31. Permit fee is \$200.00, payable upon approval.</p>
	<p>NOTICE TO SPRUCE STREET MALL APPLICANTS:</p> <p>There are three (3) permits allowed at this site. There shall be no simultaneous vending by vendors. Each vendor is limited to operating one (1) day per week. The mall is multi-use and must be available for general public use. Public picnic tables and public benches may not be used as display apparatus. Allowed use: Sale of fruits, vegetables, nonalcoholic beverages, and flowers</p>
	<p>SELECTION CRITERIA:</p> <p>Sites will be approved and assigned at the discretion of the Vending Subcommittee. The Vending Subcommittee will consider selection criteria as stated in Telluride Municipal Code Section 6-4-40.</p>
	<p>ABANDON / SURRENDER</p> <p>Summer Vendors – Vending is required from the Friday prior to Memorial Day through the Sunday of the last Minor Festival. A vendor who does not participate in vending activity for four (4) out of seven (7) days (Sunday to Saturday), weather permitting, without prior written notification to and acceptance by the Town Clerk of vacation days and/or extraordinary circumstances, will be considered to have surrendered and abandoned his or her permit. Vendors are allowed fourteen (14) vacation days to be taken at the vendor’s discretion, with notification to the Town Clerk.</p> <p>Winter Vendors – Vending is required from December 20 through the official closure of the ski area. A vendor who does not participate in vending activity for two (2) out of seven (7) days (Sunday to Saturday), weather permitting, without prior written notification to the Town Clerk of vacation days and/or extraordinary circumstances, will be considered to have surrendered and abandoned his or her permit, except that vendors are allowed five (5) vacation days to be taken at the vendor’s discretion.</p> <p>**From October 15 to December 19 and from the day following official closure of the ski area to May 14, vendors have no minimum days of mandatory activity.**</p> <p>When a space has been abandoned, the Town shall have the right to reassign vacated spaces to another applicant.</p>

REQUIRED DOCUMENTS

PLEASE INCLUDE THE FOLLOWING DOCUMENTS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- Completed, signed application
- \$40 application fee
- \$40 late fee (if applicable)
- Scaled diagram of the vending apparatus—must include length, width and height
- Scaled drawing of proposed signage
- Diagram of surrounding area (bird's eye view of how the cart and accessories fit in 5'x8' area)
- Menu of proposed products, food or services
- Commissary or Dry Storage Agreement (if applicable)
- Proof of ability to provide liability insurance (This can be a quote from an insurance company)
- Initialed acknowledgement of rules, regulations and advisements

I hereby apply for a Town of Telluride vending permit for the site, season and product(s) specified in this application. I have read and agree to the terms and conditions regarding vending as stated above and specified in the Telluride Municipal Code Section 6, Article 4, Vending. **I understand that if this application is approved and a vending site is awarded, I will be expected to pay the season permit fee, even if I subsequently decide not to vend**

APPLICANT

DATE